

## **The Azad Practice Data Quality Policy**

The practice needs accurate, reliable and timely data in order to provide the best service to patients, to employ and effective team and to meet internal and external requirements. This policy defines our approach to data quality; it includes paper and electronic records. The information governance lead is responsible for this policy.

### **The practice needs to ensure its data quality to:**

- Meet the requirements of the Data Protection Act 2018 and GDPR
- Manage an effective team
- Manage healthcare planning
- Keep accurate, up to date information in line with the Records Management code of Practice and the Data Protection Act 2018
- Have accurate management information to maintain standards
- Monitor and review activities for continuing improvement

### **The obligations of the team to maintain accurate data include:**

- The Department of Health, the Data Security Protection Toolkit requirements for NHS Practices
- The Data Protection Act 2018 and GDPR
- The Freedom of Information Act 2000
- The Access to Health Records Act 1990
- Contracts of employment
- Professional codes of Practice

### **The practice data quality standards are:**

- Defined and consistent: Team members understand the data that is being collected and it must be internally consistent
- Timely: Data is collected at the earliest opportunity, clinical notes are contemporaneous and data is retained for minimum length of time defined in the Records Management Code of Practice 2015.
- Complete: Data, as required is captured in full
- Free from duplication: Data such as patient records or marketing details are not duplicated
- Complete: The required data, such as for a patient record, is complete
- Legitimacy, data is collected following the 7 key principles of GDPR

### **How to check data quality**

- Follow information governance procedures for the collection, storage, security and retention of data
- At every patient consultation appointment check the patient that their personal data such as name, DOB, and other patient details in their clinical record is correct
- Each year we review the data requests that we have had from patients and make sure the correct procedures have been followed
- If there is a duplicate patient record, we follow the practice procedure to remove/combine duplicates

### **Training**

The practice manager is responsible for training all staff on the importance of the accuracy of any data they input, and of always checking patients details. Training on information governance and data security is provided via Bluestream and e learning for health.

### **Review**

This policy is reviewed annually to ensure compliance.

### **Related documents**

This policy should be read in conjunction with the Data Protection policy.

Signed:

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Date:12.3.20

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